



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 12, no. 2

GP 3.16/3-2:12/2

January 15, 1991

## 1985 Congressional Record on CD-ROM Distributed

The long-awaited 1985 Congressional Record on CD-ROM was distributed to all federal depositories on shipping list #90-0007-E, dated December 6, 1990. Initiated by the Joint Committee on Printing (JCP) and produced through the facilities of the Government Printing Office, the publication of the Record using optical technology represents an effort by JCP to improve the accessibility of this important document.

The Congressional Record on CD-ROM is also one of the five pilot projects (see Administrative Notes, vol. 9, no. 3 for a description of these projects). As a pilot, it is a prototype that invites comment through the evaluation instruments distributed in the shipment. As a publication, it is an incomplete "final" edition of the Record for the first session of the 99th Congress. The CD-ROMs distributed contain the text from the Congress but not the graphic materials and tables. Until the missing materials are supplied, depositories will need to retain the daily editions of this publication.



## New Chief of Cataloging Section 3 Appointed: Watkins

The Library Programs Service is pleased to announce the appointment of Nira Watkins as the new chief of Cataloging Section 3 in the Cataloging Branch.

Mrs. Watkins has been a monograph cataloger in LPS for the last 10 years, and for the past 4 years has been in charge of the National Coordinated Cataloging Operations (NACO) project with the Library of Congress. She also managed LPS's name authority activities through the Linked Systems Project (LSP) with the Library of Congress and OCLC and served as a subject cataloging specialist. In her new position, she will oversee the monographic and audio-visual cataloging in Section 3 as well as coordinate the Cooperative Subject Cataloging Project (CSCP) with the Library of Congress.

Mrs. Watkins received her B.S. from Kansas State University and a M.S.L.S. from Wayne State University. She brings to her new position a strong working knowledge of the Depository Library Program and the technical processing of government documents.



## Send High Density Disks, Not Low Density, to Appalachian State University

Suzanne Wise, documents librarian at Appalachian State University, has sent in the following correction to the Readers Exchange column titled "Automated Documents Check-in Using PC-File:db at Appalachian State University" in Administrative Notes, vol. 11, no. 22: Libraries wishing copies of ASU's database should provide 15 high density 3 1/2 inch disks, rather than the low density ones.

---



### Classification Hotline Guidelines

The classification hotline was established several years ago expressly for queries about "current" Superintendent of Documents (SuDocs) classification numbers. Current means those SuDocs class numbers assigned within the past two months. As those staff who answer the hotline perform other tasks and the inquiry may be complicated, it may take 1-2 days for a return telephone call to the librarian. The hours of operation of the hotline are 8:30 a.m. - 3:30 p.m. eastern time. The telephone number is (202) 275-1131.

Librarians are encouraged to use the Depository Library Inquiry Form for those questions about older SuDocs class numbers. While some inquiry forms are answered individually either by telephone or letter, many are answered only through the mechanism of correction shipping lists and the "Update to the List of Classes" which appears regularly in Administrative Notes. If you have any questions about this policy, please contact:

Chief, Acquisitions and Classification Section  
Library Programs Service (SLLA)  
U.S. Government Printing Office  
Washington, DC 20401  
(202) 275-1063



# ELECTRONIC CORNER

Welcome to the Electronic Corner (Version 1.1)! Announced in Administrative Notes, vol. 11, no. 23, as a revival with an interactive twist, we are, optimistically, initiating a regular column devoted to issues and questions regarding electronic technologies and depository libraries. The success of this column is dependent on you... on your willingness to share your experiences, to pose questions that could have broad interest, and to participate in the discussion of issues.

O.K! Here's your chance! What's on your mind? Even better, have you found any answers? Let the Electronic Corner be a vehicle for describing your concerns or challenges with the new technologies and for sharing your successes. As we enter the world of electronic formats in depository libraries, what issues need a forum for discussion? With your help, this column could be that forum.

How can you participate? Send queries and responses by mail, fax, or phone to Jane Bartlett, Electronic Corner, U.S. Government Printing Office, Library Programs Service (SL), Washington DC 20401. (Phone: 202-275-1003; Fax: 202-275-7434). Please include your name, institution, and phone number. Thanks.

For this initial column, LPS staff posed some basic questions on CD-ROM technology and discovered that many of these issues had been covered at a workshop sponsored by the Depository Librarians of Los Angeles Area (DLLAA) in October, 1990.

Mary Martin, Head of the Government Publication and Microforms Dept., Honnold/Mudd Library, Claremont Colleges, and Elka Tenner, Government Documents and Media Librarian, Loyola Law School, Loyola Marymount University, prepared and presented the workshop, with assistance from library employee/Ph.D. candidate Richard D'Souza.

**Question:** *What kind of CD-ROM hardware and software do I need? What do I need to think about when setting up access to CD-ROMs in my library?*

**Response:** The DLLAA presented the following material at the CD-ROM workshop. Bibliographies and handouts disseminated at the workshop will be published in a later edition of this column.

## Considerations for Implementation of CD-ROM Technology in the Library

### I. Hardware

#### A. Suggested basic purchases.

1. A good machine is an 80286 CPU IBM PC or compatible, with a 40 mb hard disk. Don't get a PC with two floppy drives, you will spend too much time swapping software discs in and out, and downloading will be a nightmare.\*

Get a machine with the biggest memory and fastest speed that you can afford. It will pay off in the long run.

2. Monochrome monitor (Color is very nice but expensive).
3. Printer (Tractor feed is recommended). Most printers that work with a PC will work with a CD drive. Not all printers, however, will work well with any PC. In general, the older the printer, the more problems you will have.
4. CD-ROM Drive (Suggested brands: Hitachi, Philips, Toshiba, Sony). Does it come as part of the hard drive, or is it a separate unit? Does it use a caddy or not? Some additional considerations: Check its size, can you put one on top of the other? Can it be networked or daisy-chained? Can it hold more than one disc at a time? Most can't.

\*Some systems offer a "package", or complete system, which may not be able to use to interchange CD-ROM's. For example, Autographics Monthly Catalog and Infotrac.

If you are thinking of utilizing any old equipment you have, please check with an expert to find out if it is compatible with the software or other equipment. Get it in writing!

#### **B. Budgetary planning.**

1. PC, Hard drive, and monochrome monitor @ \$1200.
2. Printer @ \$200-\$300.
3. CD-ROM drive @ \$650-750.

Total projected costs for hardware: \$2,050 -2,300. Per station. This is basic.

4. Where will the CD-ROM station be located? How much space is needed? How will traffic flow be accommodated? Don't forget furniture to accommodate the station. It may not be necessary to purchase furniture. (A good-sized library table, 3-6 ft., can be used.) Room should be allowed for writing materials and notebooks.
5. Security devices for the public PC station and CD-ROM drive. This can be as primitive as bolting it to a table, or as sophisticated as a station that closes and locks. At the very least, some surveillance of the PC drives and CD-ROM drives is necessary as you won't believe what patrons will try to do to them! Locking the CD-ROM disc in the station will limit its interchangeability. I have no cost estimates here. Some libraries have not needed to secure the equipment. For information about security for software programs, see below under III. Software needs.

6. Subscription fees. Fees must be considered in projecting annual costs of products. In addition to this, some products constitute one-time purchases, which could greatly increase their potential long-term value.
7. Paper and ink will be needed for the printers. I don't have an estimate of the amount of money budgeted for this.
8. Is there any written documentation on how to connect a CD-ROM system?

Having a workstation with interchangeable CD-ROM's, and enough hard disc memory to accommodate several software programs, allows for more versatility at less cost.

## **II. Software needs.**

### **A. Commercial products.**

Most of these products come with software included. Be sure that they do. Some producers have more than one product with identical software, i.e. Search CD, ERIC, OCLC's Monthly catalog. This will allow for the software to be mounted only once on the hard disk, saving room for other software.

### **B. Government Printing Office issued CD-ROM's.**

Most products already issued have software included. These programs are very simple, and allow the user to extract programmed sets of information. Any other manipulation of data will require additional programming. At this time there is very little available.

### **C. Additional software considerations.**

1. For the advanced user group which has programming capabilities, or access to someone who does, d-Base III or IV and Lotus 1-2-3 have been suggested for purchase, to allow for programming for more sophisticated manipulation of data. Ask the vendor how compatible their program is with other programs such as word processing or spreadsheets. Is there a notepad feature?

All CD-ROM drives should come equipped with MS-DOS CD-ROM extension software which enables your CD ROM drive to communicate with the hard drive.

2. "Shareware", or software programs that can be exchanged without purchase, are available.
3. Updating of software. In our experience, most commercial products with software included update the software at no additional cost to the subscriber other than the monthly subscription fee. Be careful, though, since changing software such as dBase III to dBase IV can mess up other programs.

4. Software viruses are a real problem. We don't have any good answers about how to protect against them except that software programs can be write-protected or "hidden" under fraudulent program names. This is something you need to discuss with a programmer.

### **III. Vendors and products.**

#### **A. Commercial products.**

We will confine our discussion to CD-ROM's which would be considered useful to the Depository Library community. These include:

1. The Monthly catalog of Government Publications. It is advised that each vendor's version of a product be considered before purchase, as they differ widely in quality and cost. For example there are at least five vendors of GPO Monthly Catalog products: Autographics, Silver Platter, Marcive, Infotrac, and OCLC. Comparisons can be found in the literature and by networking with fellow librarians. Do not take a vendor's word for anything! Subscription fees vary from \$300/year to \$1500/year.
2. Several companies are offering versions of the Census products. Carefully evaluate what they have to offer before making a decision as they may not really offer anything more than the GPO-distributed Census product. You may be able to purchase a comparable software program much cheaper.
3. Congressional Information Service, CIS Masterfile, Statistical Masterfile, etc. These are expensive but very nice products. We have one here for demonstration.
4. Publications Reference File - Readex has a version of the PRF which may be very interesting to public libraries who field lots of questions about publications for sale from GPO but not selected by the library.

#### **B. GPO distributed products.**

We have mentioned above the problems associated with retrieving data from these databases. They include:

1. 1987 Economic Census.
2. County and City Databook. (This one works for single sets of data, for example for one geographic area at a time)
3. Toxic Release Inventory.
4. National Trade DataBank.\*
5. Foreign Trade DataBank.\*
6. Geological Survey.\*

\*Not yet released. [Editor's note: Released since this workshop was given.]

## IV. Management Aspects.

### A. Collection development criteria.

(Some suggested questions to ask)

1. Is this database appropriate for your user group? Is it consistent with your library's collection development policy (if they have one)?
2. How comprehensive is the database? Will it replace or supplement existing services?
3. Will you need to retain hard copy, or is retrospective data available on CD-ROM? How expensive is it? Can costs be offset or justified given these considerations?
4. Is CD-ROM copy going to be better quality for preservation purposes?
5. Will substantial shelf space savings result: i.e. can expensive binding costs be eliminated if full text journals are offered on CD-ROM?
6. How will technical services handle this new technology? How will subscriptions be handled? Will they circulate?
7. What, if any, are the advantages of CD-ROM over on-line searches?

### B. Product selection criteria: suggested considerations:

1. How accurate is information retrieval?
2. Is the content and approach relevant for intended users?
3. What kind of quality control is used by the publisher and/or vendor? Is the publisher reputable? Are bibliographic records consistent?
4. Can you review the product in the literature or can you have it for a trial period in your own library?
5. How is subject indexing handled: i.e. is there a controlled vocabulary which must be explained to the user?
6. Is software included? Can you use the software on more than one product?
7. How often is the database updated? Is it timely?
8. Will you buy or lease discs?
9. What are the licensing requirements regarding networking? You can not usually modify this agreement after you open the package.
10. Can you get a quantity discount for multiple subscriptions? Can you negotiate a better price for a long-term contract? Can you get a discount by making one yearly payment? Is the cost guaranteed for the life of the contract or can it increase?
11. Can you subscribe to the product only or must you lease equipment? Is maintenance of hardware included in the agreement or available at extra cost?
12. Who is responsible for installation? Is there a cost?
13. Will cost adjustments be made if the equipment fails?
14. Is there a replacement policy for lost or stolen discs? How easily are they replaced?
15. Is the product immediately available for shipment? Is there a guaranteed shipping date?
16. Is training offered as part of the contract?
17. Under what conditions can the contract be terminated? Who can terminate it

and what cost? Will cost adjustments be made?

18. Will the company supply names of satisfied customers? Call them.

Also call your colleagues and ask their opinions; nothing is better than first-hand experience in determining the quality of a product.

#### **C. Evaluation of products and use.**

1. How user friendly is the product? For example: is the system menu-driven, command driven, or both? If you do not know what these terms mean, find out. How difficult are the commands?
2. Are directions and help screens clear to users? Can you easily move from search to help screens?
3. Is there enough search support given, on-disc and in print?
4. Is there a manual? How comprehensible is it? Use it yourself and ask others to use it.
5. How clear are directions for installation and trouble-shooting?
6. How much documentation is provided? Are help-lines available; when; who can call?

#### **D. Staff considerations:**

1. How much staff time is needed to instruct patrons in the use of CD-ROM's? (Lots)

In view of the fact that there is little standardization in the software, much instruction is needed. In the absence of good documentation, most librarians say one-on-one, hands-on experience and training is best. Computer trained library assistants and aides have worked well for many libraries.

2. How much staff time will be required to service equipment, i.e. replace ink and paper etc.? This does not have to be done by librarians.
3. Will staff be responsible for checking out CD's to patrons? Will they circulate? (Not many people have access to video CD players.)
4. Will patrons be able to download information onto floppies easily? How? This is a very big question, and one that has not yet been adequately answered.
5. Will outside technical assistance such as computer programming and technical assistance with hardware for setup, breakdowns, downloading, etc., be available? Unless the librarian is a programmer or hardware specialist, inevitably expert assistance will be needed.
6. Technical processing considerations: Who will order, pay invoices, check-in, claim?
7. How will the databases be publicized? Who will provide "cheat-sheets" or simple handouts for patrons?
8. Will there be an increase in demand for services of interlibrary loan and document delivery?

#### **Pros and Cons of CD-ROM Technology:**

**Pros:**

1. Added value of sophisticated searching capabilities.
2. User does not have to worry about cost, and can spend time searching.
3. Expenditure is up-front (for hardware) rather than per search.
4. Huge capacity for storage, excellent clarity for reading of data. Relatively low cost.
5. User can practice on-line searching at leisure.
6. The technology and interfaces attempt to be user friendly and are being improved for customer satisfaction.
7. Reliability of products from familiar vendors to the library community.
8. Patrons love it! (It helps them to be more self-sufficient in searching.)

**Cons:**

1. Slow retrieval of data.
2. Lack of common search interfaces.
3. Static database that cannot be changed or interacted with.
4. Does not hold as much information as an on-line database.
5. Equipment is costly.
6. Networking is problematic and expensive.
7. CD-ROM requires lots of staff time and patience in training users.
8. How to recover costs to users?

**V. Networking and multiple access considerations (and questions):**

Of interest to user groups with large sums of money at their disposal are LAN's, or Local Area Networks. CD-ROM drive "towers" or "jukeboxes" have been set up by a few libraries to access a number of CD-ROM stations simultaneously. This will not be explained in detail here.

1. Can patron access be simplified (expanded?) if only one PC is available?
2. Can all Gov. Doc. software be uploaded to the hard disk?
3. How can you expand RAM on hard disk?
4. Can Gov. Doc. CD ROM's be networked?
5. Where can one get information about putting CD's on a Local Area Network?
6. What hardware is required?
7. Can we demonstrate products at no cost to us?



## Recommendations, Depository Library Council

October 1990

**Recommendation 1.** The Depository Library Council is pleased with the draft report on the electronic bulletin board system. The Council urges immediate implementation of the bulletin board with electronic mail capability.

**Rationale:** An electronic bulletin board will be valuable for the distribution of information to the depository libraries, and also for communication among the GPO and its participating libraries.

**Recommendation 2.** The Depository Library Council is pleased to learn that enhancements have been proposed to improve the lighted bin system at the Government Printing Office. In order to improve the sorting and delivery of documents, the Depository Library Council urges the Public Printer to approve funding for the implementation of these enhancements.

**Rationale:** The lighted bin system is integral to the distribution of documents to the Depository Library Program. Its aging hardware/software requires a continual and regular maintenance program.

**Recommendation 3.** The Depository Library Council was interested to learn that GPO is preparing a 5-year cumulative index to the Monthly Catalog to be issued in microfiche. The Council recommends that the Public Printer investigate whether those indexes that have been issued in microform could be re-issued with a single cumulative index on CD-ROM, covering the years 1976-1990. As a further enhancement, the Depository Library Council recommends that the Public Printer consider whether the Monthly Catalog in its entirety could be converted to compact disk for the period July 1976 to the present, to continue on an ongoing monthly basis.

**Rationale:** The compact disk offers a single file to search instead of many paper issues; it offers more powerful search capability and the ability to print out the results of a search.

**Recommendation 4.** The Depository Library Council recommends that, where possible, files distributed in electronic products and services be in open architecture formats to 1) facilitate access through a variety of software packages, 2) encourage the development of new software to improve access, and 3) enable the recovery, downloading, and exchange of the original data for transfer to other media for further reprocessing.

The Council further recommends that the Public Printer appoint a Standards Committee to establish appropriate standards for the distribution of government data to depository libraries in readily accessible forms. Such standards should be incorporated into the Agency Procedural Handbook for the Procurement of Commercial Printing Services. While we recognize that such standards might be different for different kinds of files, such as text or statistical data, a small number of basic standards would facilitate access.

Such a committee should also identify appropriate freeware or shareware compatible with the accepted standards for the use of libraries which cannot afford or do not have more expensive commercial packages.

**Rationale:** The Depository Library Council is concerned that, as more products become available in electronic products and services, they may be distributed in different incompatible formats. For example, some files may be produced in dBase III format while others may use different data structures requiring specialized software. If this occurs, it will not only generate additional expense for depository libraries, it will also create problems for librarians and users attempting to learn to use a variety of packages to access the information.

Freeware or shareware identified by the Standards Committee could be distributed via the electronic bulletin board or on floppy disk or imbedded directly on a compact disk.

**Recommendation 5.** The Depository Library Council remains seriously concerned about the prospective elimination of the paper version of the bound Congressional Record. Although the Council applauds the development of the CD-ROM version of the Record, the Council believes that the Record has important historical and archival value to the nation. As a result, the Council urges strongly that the Public Printer work to retain the funds to continue to print and make the paper bound Record available to Regional Depository Libraries at a minimum and to fill any gaps between 1983 to the present that may have occurred due to lack of funding or for any other reason. Council still supports the production and dissemination of the microfiche version of the bound Record as stated in Recommendation #1 of the Spring 1990 Council recommendations.

**Recommendation 6.** The Depository Library Council recommends to the Public Printer that the Library Programs Service continue to offer print/microfiche publications for selection when corresponding electronic products or services become available.

**Rationale:** Council understands the equivalency/duplication between paper and microfiche. However, it does not accept a similar equivalency/duplication between those formats and electronic formats.

**Recommendation 7.** The Depository Library Council regrets the continued non-compliance with the provisions of Title 44 by the Library of Congress and the Environmental Protection Agency. Council recommends that the Public Printer directly contact the Librarian of Congress and the Administrator of the Environmental Protection Agency regarding the legal requirements for including their publications in the Depository Library Program.

**Rationale:** Reference is made to the response to Recommendation #16 (Spring Council 1990). The Depository Library Council finds it difficult to understand "... that these issues have been worked out on a case by case basis to the mutual satisfaction of the Public Printer and the Librarian of Congress" based on our knowledge of continued non-compliance. Council further believes that problems of non-compliance exist with the products and services from the Environmental

Protection Agency and that the Depository Library Program would be significantly enhanced if both of these government entities followed the spirit and letter of the law.

**Recommendation 8:** The Depository Library Council recommends that the Public Printer explore the means by which the forthcoming database of the Department of State, Bureau of Public Affairs, can be made available to the Depository Library Program and archived for public access.

**Rationale:** The Depository Library Council is concerned that the official documentary record of the Department of State, as reflected in The Dispatch, will only be available to the depository program in a selective paper form. Additional information from the Bureau of Public Affairs will be available only in electronic form through the private sector. The Council is concerned that this limited distribution of important government information may not meet the requirements of Title 44. Council urges the Public Printer to further investigate this Department of State database and vigorously pursue government information regardless of format.

**Recommendation 9.** The Depository Library Council was pleased to learn that the Public Printer is engaged in a long term strategic plan for the Government Printing Office. The Council endorses this effort, offers its support and assistance and asks to be included in the review process relating to the Depository Library Program before final publication of the plan.

**Recommendation 10.** The Depository Library Council is concerned about proposals that appear to raise the possibility of cost sharing for the dissemination of government information in electronic form. The Council believes that the basic principle of free access to government information should not be compromised, and that no charge should be levied for the information itself or to the end user.

The Council understands that there may be costs - such as telecommunications costs - associated with the distribution of electronic information that are a) highly variable, and b) not within the control of the government. The Council recommends that the Public Printer identify the means of disseminating such information to depository libraries at the lowest possible cost. The Council further recommends that the Public Printer investigate low-cost telecommunications and other strategies. The pilot projects now underway should yield valuable information about usage and actual costs.

The Council is troubled by proposed legislation that would permit "cost sharing" in the statute. Such proposals to date have been vague, undefined, and open-ended. As such, they threaten to compromise some of the basic principles of the Depository Program, as indicated above. The Council recommends that the Public Printer philosophically oppose such proposals.

**Recommendation 11.** The Depository Library Council recommends to the Public Printer that the Library Programs Service prepare for Council's review minimum technical guidelines for depository libraries. These guidelines should include, but not be limited to, basic applied information technologies, such as:

- 1) workstation configurations including computer processing power, monitors with an adequate graphics capability, adequate mass storage, adequate random access memory (RAM), CD-ROM drives and printers;
- 2) appropriate software including database management systems, telecommunications and word processing which can accommodate ASCII;
- 3) telecommunications including modems and e-mail;
- 4) staff training to use the basic information technologies recommended and,
- 5) appropriate storage medium for the information products and equipment.

Once the final guidelines have been published in Administrative Notes, implementation of these guidelines should serve as goals for existing depositories and for all new depository libraries. These guidelines should be annually reviewed and revised to reflect advances in information technologies.

Further, GPO should develop and maintain an agency and/or library contact list of resource personnel who can provide technical assistance and support for the application of information technologies.

**Rationale:** As more information is distributed to depository libraries in electronic formats, libraries should have the appropriate information technologies and expertise in their operation to access and utilize these formats on behalf of, and by, their constituents.

**Recommendation 12.** Uncertainty arose at the Fall 1990 Depository Library Council meeting concerning the question of whether costs that may be associated with receipt of electronic information, distributed through the Depository Library Program, may be passed on to library users. Although the Council believes this should not be done, Council requests the Public Printer to seek the advice of his legal Counsel on the dissemination of information in electronic form and its associated issues such as costs, and to provide copies of the resultant legal opinion to the Depository Library Council and have it printed in Administrative Notes.



## Readers Exchange

### REQUEST FOR STAFF TRAINING MATERIALS

The Godort Education Committee is interested in development of training materials for new documents librarians, paraprofessional staff, and non-documents librarians. We are concerned with both reference and technical services material. We would like to explore several issues:

- What types of materials are currently being used? Checklists, guides, pathfinders, manuals, CAI programs, staff developments seminars?
- What role can the Education Committee play in support of training efforts?
- Would it be useful to gather a collection/list of these materials and their sources and make them available at conferences?
- Should we sponsor a GODORT Program? If so, what would you like its focus to be?
- Should we explore the possibility of a mentoring system or hotline?
- Any other ideas do you have for the Committee?

We would like to locate training materials for Federal, state, local, international and foreign documents. Please let us know what ideas you feel would be useful by contacting:

Helen M. Sheehy  
Documents/Maps Section  
Pennsylvania State University Libraries  
University Park, PA 16802  
(814) 863-1347  
Bitnet: HMS@PSULIAS

J. Larry Murdock  
Documents Coordinator  
Purdue University Library  
West Lafayette, IN 47907  
(317) 494-2837

Carol Wheeler  
Government Documents Department  
University of Georgia  
Main Library  
Athens, GA 30602  
(404) 542-0663  
Bitnet: CWHEELER@UGA

# Whatever Happened To . . . ? ? ?

Date December 14, 19901990-13Page 1 of 2

<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
A 13.2:G 56/2	0084	<u>Go For the Gold</u>  The Forest Service has informed LPS that they cannot supply additional copies of this publication and LPS cannot reprint under provision of title 44, U.S. Code, section §1903, no rain check shortages will be filled.
D 1.33/5-2:	0304-D	<u>Index of DCAA Memorandums for Regional Directors (MRDs)</u>  The Department of Defense has informed LPS, that only two issues of this publication will be published for the year 1990, but that it will remain a quarterly publication.
D 214.26:	0384-A-05	<u>Crescent City Marine</u>  The Marine Corp <sup>s</sup> has informed LPS that there will only be seven issues of this publication published for the year 1990, and in 1991, this will be issued as a quarterly publication.
GS 1.29:112	0580-A-C3	<u>Federal Travel Directory, September 1990</u>  Rain checks w <sup>e</sup> re issued for this publication, however they will not be filled, as number 113, supercedes 112, and LPS decided not to reprint.
HE 20.8309:	0507-B-19	<u>Alcohol Health and Research World</u>  LPS has been informed by HHS that they will only publish two issues of this publication for the year 1990, however it will still remain a quarterly publication.
Ju 10.1/2:	0728	<u>Reports of the Proceedings of the Judicial Conference of the U.S., and Annual Report, etc.</u>  Please disregard Eighteenth notice on list 1990-12, "Update to the List of Classes", this publication will still be issued in the future under the same item number and class.

# Whatever Happened To . . . ? ? ?

Date December 12, 19901990-13Page 2 of 2

<u>Class no.</u>	<u>Item no.</u>	<u>Status</u>
L 35.14:990/29	0766-D-01	<u>Technical Notes</u>  The Department of Labor has informed LPS that they cannot provide sufficient copies for the depository mailing, and LPS cannot reprint under provision of title 44, U.S. Code, section §1903.
LC 30.6:In 8/990/up- date 2	0815-B	The Library of Congress did not provide sufficient copies of this publication for depository mailing, however LPS is in the process of getting this publication reprinted; it will be sent to the libraries in the very near future.

## Register Now for the Spring 1991 Council Meeting And for the Census Workshop!

Many important issues of immediate concern to depository library staff will be discussed at the upcoming Depository Library Council meeting and preceding Census Workshop to be held in Boston, Massachusetts. We urge all depository library staff members to attend these meetings, which afford an opportunity to talk to agency personnel and meet other depository library staff members from all areas of the country. If you are planning to attend, please send in the registration form, below, so that we can plan for space requirements.

---

---

### Registration Form

---

Spring 1991 Council Meeting - Boston, MA  
Census Workshop

---

---

Mail to: David H. Brown, Conference Manager  
Library Programs Service (SL)  
U.S. Government Printing Office  
Washington, DC 20401

- ☐ Yes, I plan to attend the Census Workshop on April 16, 1991.
- ☐ Yes, I plan to attend the Depository Library Council meeting on April 17-19, 1991.

Please type or print clearly:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Library/Office

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone (include area code)

\_\_\_\_\_  
City/State/Zip Code

---

# Explore the World in a MAP Depository Library

More than 700 Federal Map Depository Libraries across  
the U.S.A. can give you free access to . . .

- ☐ recreational, topographic, and thematic maps
- ☐ navigational and aeronautical charts ☐ and more.

Begin exploring this world of Government information !



## 1991 Biennial Survey Coming in April

The 1991 Biennial Survey of Federal Depository Libraries will be conducted in the Spring of 1991. This survey is required by section 1909 of Title 44, United States Code. A complete survey packet containing the answer sheet, an explanation sheet, and a booklet explaining how to fill out the answer sheet, will be mailed to all Federal depositories in April. All Federal depository libraries must complete and return the answer sheet before the May 15, 1991 deadline.

The 1991 survey questions are the same as those for the 1989 survey, except for a new request for a library's FAX number. The answer sheet is now a scannable form. An explanation sheet will also be provided so that, if necessary, a library can explain its answer to any questions. Also, to insure accuracy of the survey data, the head of the library will be required to sign the survey form.

To help you better prepare for the upcoming survey, the questions requiring statistics have been reproduced below. For the purposes of this survey, a "year" will be the most easily defined last 12 month period (i.e. calendar year, fiscal year, or other). Libraries could also gather statistics for a 3-month period and multiply those statistics by a factor of four to arrive at an average "year".

### Questions

18. GPO item number profile (based on last annual printout):

- (A) Item numbers currently selected in your library \_\_\_\_\_
- (B) Item number added in the last year \_\_\_\_\_
- (C) Item numbers deleted in the last year \_\_\_\_\_

19. Documents received in a typical week (by piece):

- (A) Pieces received through the Depository program in paper \_\_\_\_\_
- (B) Pieces received through the depository program in microfiche \_\_\_\_\_
- (C) Map sheets received through the Depository Program \_\_\_\_\_

20. The number (by piece) of paper documents withdrawn from the documents collection in the last year \_\_\_\_\_

21. The number (by piece) of microfiche documents withdrawn from the documents collection in the last year \_\_\_\_\_

22. The number of maps (by sheet) withdrawn from the documents collection in the last year \_\_\_\_\_

23. The number of claims sent to GPO in a typical month \_\_\_\_\_

**Conversion tables (for Biennial Survey responses)**Paper (hard copy)

1 linear foot (12 inches) = 52 pieces

Microfiche

1 volume = 11 pieces    1 inch (including envelopes) = 75 pieces

1 title = 2.5 pieces

Maps

A standard five drawer map case holds 200 flat sheets per drawer or 1000 maps per case when full.

**Table of Contents**

1985 Congressional Record on CD-ROM Distributed .....	1
New Chief of Cataloging Section 3 Appointed: Watkins .....	1
Send High Density Disks, Not Low Density, to Appalachian State University .....	2
Classification Hotline Guidelines .....	2
ElectroniCorner: CD-ROM .....	3
Recommendations, Depository Library Council, October 1990 .....	10
Readers Exchange: Training Materials - H. Sheehy .....	14
Whatever Happened To ... ? 1990-13 .....	15
Register Now for the Spring 1991 Council Meeting and for the Census Workshop! .....	17
1991 Biennial Survey Coming in April .....	19

*Administrative Notes* is published by the Superintendent of Documents, Library Programs Service, Government Printing Office for the staffs of U.S. Federal Depository Libraries. It is generally published twice a month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*  
U.S. Government Printing Office  
Library Programs Service, SLL  
Washington, D.C. 20401

Editor: Marian W. MacGilvray

(202) 275-1130